

REASON FOR THIS POSITION					POSITION DESCRIPTION COVER SHEET						
1. NEW		2. IDENTICAL ADDITION TO THE ESTABLISHED PD NUMBER		3. REPLACES PD NUMBER							
RECOMMENDED											
4. TITLE					5. PAY PLAN		6. SERIES		7. GRADE		
8. WORKING TITLE					9. INCUMBENT (Optional)						
OFFICIAL											
10. TITLE Office Automation Clerk											
11. PP		12. SERIES	13. FUNC	14. GRADE	15. DATE		16. I/A		17. CLASSIFIER		
GS		326		04	MONTH/DAY/YEAR		YES		NO		
					4/22/02						
18. ORGANIZATIONAL STRUCTURE (Agency/Bureau)											
1st					5th						
2nd					6th						
3rd					7th						
4th					8th						
SUPERVISOR'S CERTIFICATION											
I certify that this is an accurate statement of the major duties and responsibilities of the position and its organizational relationships and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds and that false or misleading statements may continue violations of such statute or their implementing regulations.											
19. Supervisor's Signature				20. Date		22. Second Level Supervisor's Signature			23. Date		
21. Supervisor's Name and Title					24. Second Level Supervisor's Name and Title						
FACTOR EVALUATION SYSTEM											
FACTOR		25. FLD/BMK		26. POINTS		FACTOR		25. FLD/BMK		26. POINTS	
1. Knowledge Required		1-3		350		6. Personal Contacts		Level 1			
2. Supervisory Controls		2-2		125		7. Purpose of Contacts		A		30	
3. Guidelines		3-2		125		8. Physical Demands		8-1		5	
4. Complexity		4-2		75		9. Work Environment		9-1		5	
5. Scope and Effect		5-1		25		27. TOTAL POINTS				27. 740	
Grade based on Office Automation Grade Evaluation Guide, / Off. Auto. Clerical & Assistance Series, GS-326 (TS-100 dtd11/ 90)								28. GRADE		28. 04	
CLASSIFICATION CERTIFICATION											
I certify that this position has been classified as required by Title 5, US Code, in conformance with standards published by the OPM or, if no published standard applies directly, consistently with the most applicable published standards.											
29. Signature /S/ MARILYN STETKA							30. Date 4/22/02				
31. Name and Title: Marilyn Stetka, Human Resources Specialist (Classification)											
32. Remarks FLSA: N Standard Job#326-04						33. OPM Certification Number					

# MASTER RECORD/INDIVIDUAL POSITION DATA

THIS SIDE TO BE COMPLETED BY THE CLASSIFIER

## A. KEY DATA

1. FUNCTION (1) A/C/D/I/R	2. DEPT. CD/AGCY-BUR-CD. (4)	3. SON (4)	4. MR. NO. (6)	5. GRADE (2) 04	6. IP NO. (8)
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## B. MASTER RECORD

1. PAY GS	2. OCC.SER (4) 326	3. OCC FUNC.	4. OFF. TITLE CD 0001	5. OFF. TITLE (38) OFF AUTOMATION CLK		
6. HQ.FLD.CD. (1) 1=HQ 2=FLD	7. SUP.CD. (1) 8 1=Sup. SGEG 3=Mgr. SGEG 4=Sup. CSRA 5=Mgmt. CSRA 6= Leader LGEG 8=All Others	8. CLASS STD. CD. (1) X=New Std. Applied Blank=NA		9. INTERDIS. CD. (1) N=NO Y=Interdis	10. DT. CLASS (6) MO DA YEAR 04 22 02	
11. EARLY RET. CD. (1) 1=Primary 2=Secondary	3=Foreign Svc. Blank=NA	12. INACT/ACT (1) A I=Inactive A=Active	13. DT. ABOL. (6) MO DAY YEAR	14. DT.INACT/REACT (6) MO DAY YEAR	15. AGCY. USE (10)	
16. INTERDIS. SER. (40) (4) (4) (4) (4) (4) (4) (4) (4) (4) (4)						
17. INTERDIS. TITLE CD. (50) (5) (5) (5) (5) (5) (5) (5) (5) (5) (5)						

## C. INDIVIDUAL POSITION

1. FLSA CD. (1) N E=Exempt N=Nonexempt	2. FIN. DIS. REQ. (1) 0 N 0=None 1=CD 219 3=SF 278 4=AD 392	3. POS. SCHED. (1) A=Sched A B=Sched B 0=Excepted but not A, B, C	4. POS. SENS. (1) 1N N 0=Nonsensitive 1=Noncritical	5. COMP. LEV. (4) 04OC							
6. WK. TITLE CD. (4)		7. WK TITLE (38)									
8. ORG. STR. CD. (18) 1st 2nd 3rd 4th 5th 6th 7th 8th	9. VAC. REV. CD. (1) 0=Position Action No Vacancy A=No Change B=Lower Grade C=Higher Grade D=Different title and/or series E=New Position/New FTE										
10. TARGET GD. (2)	11. LANG. REQ. (2)	12. PROJ. DTY. IND. (1) Blank=N/A Y=Yes	13. DUTY STATION (9) State (2) City(4) Cnty(3)	14. BUS. CD. (4)	15. DT. LST. AUDIT (6) MO DAY YEAR	16. PAS. IND. (1) Blank=N/A 1=PAS	17. DATE EST. (6) MO DAY YEAR 04 22 02				
18. GD. BASIS. IND. (1) 1=Rev. when vacant 2=Impact of Person 3=Sup./SGEG 4=Sup./Program 5=RGEG 6=Policy Analysis GEG 7=Equipment Devel. Guide 8=Agency Use 9=Agency Use ALPHAS = Agency Use				19. DT. REQ. REC. (6) MO DAY YEAR	20. NTE. DT. (6) MO DAY YEAR	21. POS. ST. Y=Perm N=Other					
22. MAINT. REV./CLASS. ACT. CD.(2) (1st Digit = Activity and 2nd Digit = Results) <table border="0"> <tr> <td><b>Normal Act</b> 1=Desk Audit 2=Sup. Audit 3=Paper Rev.</td> <td><b>Maintenance Review Act</b> 5=Desk Audi 6=Sup. Audit 7=Paper Rev.</td> <td><b>Results</b> 1=No Action Req. 2=Minor PD Change 3=New PD Req.</td> <td>5=Series Change 6=Pos. Upgrade 7=Pos. Downgrade</td> <td>9=Other</td> </tr> </table>							<b>Normal Act</b> 1=Desk Audit 2=Sup. Audit 3=Paper Rev.	<b>Maintenance Review Act</b> 5=Desk Audi 6=Sup. Audit 7=Paper Rev.	<b>Results</b> 1=No Action Req. 2=Minor PD Change 3=New PD Req.	5=Series Change 6=Pos. Upgrade 7=Pos. Downgrade	9=Other
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23. DT. EMP. ASGN. (6) MO DAY YEAR	24. DT. ABOL. (6) MO DAY YEAR	25. INACT/ACT (1) A 1=Inact. 2=Act.	26. DT. INACT/REACT (6) MO DAY YEAR	27. ACCTG. STAT. (4)	28. INT. ASGN. SER. (4)	29. AGCY. USE (8)					
30. CLASSIFIER'S SIGNATURE				31. DATE							
32. REMARKS Standard Job #326-04											

**Office Automation Clerk  
GS-326-4**

Standard Job #326-04

**A. Major Duties**

Typical, but not all-inclusive, duties are illustrated by performance of any combination of the following:

Uses office automation software package(s) and equipment to type, edit, and format letters, memoranda, reports, manuscripts, technical documents, charts, graphs, and/or forms. Produces error-free documents, ensuring correct punctuation, spelling, capitalization, and grammar. Ensures that final documents are formatted and arranged in conformance with established correspondence, publication, and office procedures.

Establishes and maintains a variety of office records and files. Updates and purges files on a regular basis. Researches files and reference materials for information needed by office personnel.

Receives incoming telephone calls and visitors. Answers inquiries related to general policy, programs, and activities of the office. Based on a knowledge of office functions and programs/projects, refers callers and visitors to appropriate staff member.

Receives, sorts, and routes incoming mail and correspondence to office staff. Based on the subject of incoming documents and correspondence, distributes mail.

As primary or alternate/backup timekeeper, prepares and transmits Time and Attendance records for office staff.

Sends, receives, and distributes electronic mail and telephone facsimile (FAX) documents. Operates office photocopiers.

Prepares travel authorizations and vouchers and other standard office forms.

Fills in for office secretary or other clerical employees during periods of absence.

May maintain office bulletin board(s), ensuring material of interest and importance to employees is current and posted.

**B. Evaluation Factors**

**1. Knowledge Required by the Position**

FLD 1-3

350 pts.

Skill in operating an electronic typewriter, a personal computer, and related equipment, such as printers and modems. A qualified typist is required.

**Office Automation Clerk  
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Standard Job #326-04

Knowledge of software package functions and features, including EITHER (1) the varied functions of more than one software package OR (2) the varied and advanced functions of one software package, in order to perform accurate word processing and to format, arrange, update and produce a wide variety of complex documents.

Knowledge of scientific and/or administrative programs/terminology of the office to accomplish tasks, refer visitors and callers, and maintain files.

Knowledge of English grammar, spelling, punctuation, and required formats to type, proofread, and correct errors in documents consistent with requirements for style and content.

Knowledge of the basic mission, program(s), and policies of the office to screen requests and provide information from files and records; advise on established procedures; and refer non-routine requests to appropriate staff members.

Knowledge of USDA and ARS policies and procedures concerning such administrative matters as correspondence preparation and control, travel, personnel, office automation systems, files maintenance, procurement, and time and attendance.

**2. Supervisory Controls**

FLD 2-2

125 pts.

The supervisor assigns work in terms of deadlines and priorities. More detailed guidance is provided by the supervisor when new, difficult, and/or unusual tasks are assigned. The clerk is responsible for independently accomplishing routine, recurring assignments. The supervisor is consulted when unusual problems or situations arise. Completed work is reviewed for compliance with standard procedures, technical accuracy, and appearance.

**3. Guidelines**

FLD 3-2

125 pts.

Guidelines include Administrative Memoranda, ARS Directives, Correspondence Manual, travel regulations, Government Style Manual, and dictionary. Software manuals and tutorials are also available for reference. The supervisor is available for guidance to explain new or unique assignments. Judgment is required to select and apply appropriate guides. Situations for which no established guidelines exist are referred to the supervisor.

**Office Automation Clerk  
GS-326-4**

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**4. Complexity** FLD 4-2 75 pts.

Assignments involve a wide variety of office automation and clerical support duties, including use of office automation software packages, filing systems, and electronic mail. The number and variety of documents, formats, and processing functions involved differ from one assignment to another. Uses office automation software package(s) to create and edit a variety of standard documents. The clerk is required to use different procedures and functions and/or to create and edit lengthy documents requiring a variety of format changes. Identifies and selects correct procedure and/or document format from a variety of alternatives. Recognizes and corrects errors of a clerical/administrative nature in documents, e.g., spelling, formatting, and punctuation.

**5. Scope and Effect** FLD 5-1 25 pts.

The purpose of the position is to provide clerical support. Duties performed facilitate the work of others in the organization.

**6. Personal Contacts** Level 1

Contacts include coworkers, office visitors and callers, and support services office personnel.

**7. Purpose of Contacts** Level A 30 pts.

Contacts are for the purpose of receiving assignments, taking and relaying messages, directing callers and visitors to the appropriate staff member, obtaining information, and resolving discrepancies.

**8. Physical Demands** FLD 8-1 5 pts.

Work is primarily sedentary. Some walking, standing, bending, and carrying of light items is required.

**9. Work Environment** FLD 9-1 5 pts.

Work is performed in an office setting.

**Office Automation Clerk  
GS-326-4**

Standard Job #326-04

**C. OTHER CONSIDERATIONS (Check if applicable)**

- ☐ Supervisory Responsibilities (EEO Statement)
- ☐ Training Activities - Career Intern, Student Career Experience Program
- ☐ Motor Vehicle or Commercial Driver's License Required
- ☐ Pesticide Applicators License Required
- ☐ Safety/Radiological Safety Collateral Duties
- ☐ EEO Collateral Duties
- ☐ Drug Test Required
- ☐ Vaccine(s) Required
- ☐ Financial Disclosure Required
- ☐ Special Physical Requirements/Demands
- ☐ Other: \_\_\_\_\_

TOTAL POINTS = 740 PTS.

Grade Conversion = GS-326-4 (655-850 points)